

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-13

OPEN TO: All Interested Candidates

POSITION: Chauffeur

OPENING DATE: August 31, 2011

CLOSING DATE: September 14, 2011

WORK HOURS: Full-time: 40 hours/week

The U.S. Embassy, Nassau is seeking an individual for the position of Chauffeur in the Executive Office. This position reports to the Deputy Chief of Mission.

BASIC FUNCTION OF POSITION

Operation of motor vehicles to transport the Deputy Chief of Mission, Embassy employees and visitors. Assists with maintenance, registration and vehicle inspection of the Embassy fleet. Assists with off-the-shelf purchasing and maintains purchasing catalogs. Direct supervision received from the Deputy Chief of Mission.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, (Tel: 322-1181 - ext: 4292, 4293 or 4288).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. **Education:** Completion of secondary school is required. Apprenticeship or vocational training in general automotive mechanics is also required.
- b. **Prior Work Experience:** Two years of professional chauffeur experience is required.
- c. **Language Proficiency:** Level III (Good Working Knowledge) Speaking/Reading English is required.
- d. **Knowledge:** Detailed knowledge of the traffic laws and rules of the road; must have a good knowledge of the local area and local vendors; and good working knowledge of preventive maintenance for vehicles. Basic understanding of protocol as it affects assigned duties.

- e. **Skills and Abilities:** Must have an All Category Driver's License, accident-free driving record, and the ability to drive vehicles with standard and automatic transmissions. Mechanical ability to identify vehicle malfunctions and deal with them appropriately is required. When acting as Charge or Ambassador's chauffeur, must be able to coordinate movements and routes with protective security details. Must be flexible and be able to adjust to rapid and unexpected schedule changes and keep supervisor informed. Must be able to work independently with a minimum of supervision. Must have good problem solving skills along with basic computer skills.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a non-sensitive clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The form can be found on the Embassy website <http://nassau.usembassy.gov>
2. A current resume or a curriculum vita that provides the same information found on the UAE (see *Appendix B*).

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Electronic submission of application may be made at: NassauHR@state.gov

CLOSING DATE FOR THIS POSITION: September 14, 2011.

The U.S. Mission in Nassau provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle,

Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S.
Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References